

Support Services Directory

Effective 7-1-03

Support Services are transitional by nature and are not an ongoing supplement to the client's grant, but are intended to help the client to transition off TANF to wages or other income sources.

\$3000 per Program Year (July 1 to June 30) Limit per client

(DSHS and ESD issuances are combined in the \$3000 limit)

The support services are restricted according to the activity the client is involved in. The activity categories are:

Work -related - working, looking for work, work-like activities such as CJ

Safety-related - meeting significant or emergency family safety needs such as family violence

Other activities - any other activity contained in the client's IRP

For all support services provided justification needs to be documented in client notes

JAS Code/ Service Definition	Limit	Activity	Notes
(66) Accommodation This category is used when the service is an accommodation such as specialized equipment (i.e. special chair, large letter computer screen or ramps) to allow a participant to work and is not available from other sources (i.e., medical coupons, free or low-cost clinics)	\$1000 per request	Work	Requests for accommodation requires documentation from a professional (i.e. doctor or physical therapist) Does not count toward yearly limit
(19) Car Repair Repair of vehicle (registered to participant or other parent in household) necessary to return the vehicle to operable condition, such as minor repairs (e.g. brakes, water pump,	\$250 per program year	Work Safety	Necessary to work or participate in WorkFirst activity: - A minimum of two written estimates is required except when it is not possible such as an inoperable vehicle. When the car is inoperable, use the estimate from the one garage and contact another garage and ask for a bid similar to

timing belt, front end, and transmission) batteries, chains, lights, infant car seats, tires No access to public transportation or use of public transportation would impose a hardship.			the one already received · All work and replacement of parts must be performed by a licensed business except for battery replacement · May include charges for repair estimates (computer diagnostic tests) if a fee is standard in the community · Towing for car repair only
(14) Clothing Employment Necessary to seek, accept and maintain employment or participate in work-like activity	\$75 per program year	Work	· Uniforms, · Special shoes · Protective devices · Underclothing · Other apparel as needed
(64) Counseling	No limit	Work Safety Other	Includes professional counseling and classes such as anger management and self-esteem Does not count toward yearly limit
(68) Diapers Per Child Diapers for child to attend licensed day care permitting the participant to seek, accept or maintain employment or participate in a work-like activity	\$50 per month Issued by DSHS and CTED only	Work	This service should be used for no more than 3 continuous months to help the client's transition into paying for the diapers from their wages.
(04) Educational Expenses All expenses related to training or education	\$300 per request	Work Other	Must be an approved activity in the IRP. Other sources of payment should be looked at first such as: 1. Pell grants, SEOG, or Work Based Tuition Assistance Is the class offered free in the community or community and technical colleges? Covers: · Tuition · Books · GED tests · Uniforms · Tutoring · Specialized clothing High schools, community colleges,

			and community-based organizations (CBOs) may provide no-cost tutoring for students. These resources should be explored and used first.
(46) Haircut/Styling	\$40 per request	Work	For when the client needs the haircut. or to restore hair to natural color.
(61) License/Fees May include but is not limited to driver's licenses Restricted to adults or Teen head of households	\$130 per program year	Work Safety	<p>Needed to accept employment or to participate:</p> <ul style="list-style-type: none"> · Vehicle license plates · Tabs · Fees for license reestablishment course work • Reestablishment fees for drivers license • Title Transfer • Admissions Testing • All costs necessary to license a vehicle <p>Liability Insurance: Insurance authorized by written exception to rule approval only</p> <p>· · Web site for insurance quotes: <u>INSWEB.COM</u></p> <p>· 1-800-562-6900, Insurance Commission.</p> <p>Costs not allowed under TANF rules:</p> <ul style="list-style-type: none"> · Outstanding warrants · Traffic tickets · no taxes or fees associated to purchase vehicle · Fines · Penalties · Collection agencies
(28) Lunch Purchase of participant's lunch at all-day events such as a Job Fair where DSHS, ESD, SBCTC, or OTED is a sponsor	State Employee rate established by OFM	Work	<ul style="list-style-type: none"> · The rate paid will be the same as state employees receive according to the chart by region of the state created by OFM · Must be working lunch for all participants in the event
(37) Medical Exams/Services Necessary to accept	\$150 per exam	Work Safety Other	Services beyond a physical, not paid for by medical coupons or available in free clinics; may include

employment or participate in WorkFirst activities			<p>but is not limited to diagnostics to identify medical/psychological barriers.</p> <p>Example:</p> <ul style="list-style-type: none"> · Attention Deficit Disorder exams · Medical exam required for Commercial Driver's License · For SSI applications. <p>May include standard fees charged for medical records/reports or no show fee to doctor's appointments for SSI facilitation: Regular medical - \$30, Psychiatric - \$40</p>
(07) Mileage Reimbursement For use of privately owned vehicle.	State Employee rate established by OFM	Work Safety	<p>ESD uses an urban or rural standard payment rate for ESD components (OT, FT, PT, JI, JS, JW, JB, WE, VE, PE, PS)</p> <p>Payment for employed clients is for the first 30 days after employment starts. This is to help transition the clients to using their wages to pay their expenses.</p> <p>May be longer on a case-by-case basis if needed to keep a job.</p>
(65) Personal Hygiene Items needed to maintain personal appearance and grooming in order to participate or accept employment	<p>\$50 per program Year</p> <p>Provided by DSHS and CTED only.</p>	Work	<p>This is for items that are reasonably needed by the client such as: Soap, shampoo, toothpaste, mouthwash, deodorant, shaving supplies, feminine hygiene supplies, makeup, hair dryer, barrettes, hair brush, and laundry detergent.</p>
(62) Professional, Trade, Association, Union, Bonds, Certification Costs, Licenses and Fees Union dues , and Related Fees Drug Screening, and Background Checks if required by law and not paid for by employer to accept or maintain employment or participate in a WorkFirst activity. Also includes but is not	<p>\$300 for each due or fee</p>	Work	<p>Union dues are paid for the first month of employment.</p> <p>Testing necessary to acquire license or certification not included in license fee.</p> <p>Example: Boilermaker certification Card dealers license, food handlers card, tips card(Bartender requirement), nursing licenses and renewals</p>

limited to, commercial and business licenses appropriate to participant's employment.			
(43) Public Transportation Includes bus, van pool, train, ferry, etc	\$150 per month	Work Safety Other	Payment for employed clients is for the first 30 days after employment starts. This is to help transition the clients to using their wages to pay their expenses. May be longer on a case-by-case basis if needed to keep a job. Other means of travel should be documented as being the most cost effective: <ul style="list-style-type: none"> · Taxi · Rental car · Airline
(31) Relocation Expenses necessary to enable a participant to accept or maintain full-time unsubsidized employment or for unsubsidized part-time employment if the wage allows the participant and family to be independent of TANF grant These expenses can include the cost of rent and deposit associated with the relocation to keep or accept employment.	\$1,000 per program year Provided by DSHS and CTED only	Work	Requires the following: <ul style="list-style-type: none"> · Bona fide offer of employment · Written confirmation of start date and wages from employer Expenses includes: <ul style="list-style-type: none"> · The cost of a commercial carrier (two written estimates must be obtained) · Common carrier (receipts are required) · The cost of moving equipment · Moving trucks or vans · Hand trucks · Dollies · Fuel Not used for pet or utility deposits Reimburse mileage for transporting participant's privately owned vehicle by the most direct route from the participant's home to the new site
(28) Short-term Lodging and Meals Participant is required to travel to a site for a job interview or test which is beyond normal commuting distance or the participant is moving to new location to accept employment.	State Employee rate established by OFM	Work	Requires confirmation of: <ul style="list-style-type: none"> · Interview · Test · Job Expenses covered generally for four days in duration or less. Examples: <ul style="list-style-type: none"> · Referral to job interview in another part of the state where employment

			may be obtained · State board or other exam is required for employment
(34) Testing Diagnostic Testing may include but is not limited to: literacy level; aptitude; or skills proficiency	\$200 each request	Work Safety Other	Testing not provided by WorkFirst or available from other free or low-cost sources necessary to enable the individual to participate in WorkFirst activities.
Transportation Allotment (ESD only)	Up to: \$10 for immediate need, or \$15 twice a month if living within 40 miles of the local office, or \$20 twice a month if living more than 40 miles from the local office	Work Safety	Automated mileage payment for participants in ESD services.
(15) Tools Tools or equipment required by an employer or institutional training program. Must have employer statement of tools required.	\$500 per program year	Work	Requirements: · Part of an approved WorkFirst training or educational activity · To accept a bona fide offer of employment · Maintain employment · To participate in WorkFirst activity · All other employees or students must have the same requirement for tools. Do not purchase Weapons